



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

---

### **Vacancy Announcement**

<b>POSITION:</b>	<b>SENIOR COUNSEL FOR EMPLOYMENT</b>
<b>DEPARTMENT:</b>	<b>Senate Chief Counsel for Employment</b>
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$113,818 - \$169,459</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>October 22, 2009</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>November 5, 2009</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.  <b>* New *</b> E-mail your submission to <a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a> . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.  All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. <b>Please submit a writing sample with your application, cover letter and resume.</b> Qualified candidates will be contacted if selected for an interview.



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

Code:

**SENIOR COUNSEL FOR EMPLOYMENT US SENATE**

**Department:** Senate Chief Counsel for Employment Office

**Reports to:** Senate Chief Counsel for Employment and Deputy Chief Counsel for Employment

**NATURE OF WORK**

This is supervisory, professional work in the Office of Senate Chief Counsel for Employment. Serves as defense attorney in labor and employment law matters to offices of United States Senators, the Vice President, Committees, Senate Officers, and other Senate employing offices. Work requires litigating cases as first chair in trial and appellate courts, the Supreme Court, and at administrative hearings; advising clients of their legal obligations; giving employment law seminars; and doing legal research and writing. Work requires high-level thinking in the application of law to facts and requires the use of independent judgment. Work is performed under the general supervision of the Senate Chief Counsel for Employment and the Deputy Chief Counsel for Employment.

**ESSENTIAL FUNCTIONS**

Under supervision of the Chief Counsel and the Deputy Chief Counsel, takes first-chair responsibility in defending offices of Senators, the Office of the Vice President, Senate Committees, and other Senate employing offices throughout the country in employment law cases from the inception of the case through Supreme Court review.

Researches complex legal issues and writes accurate, persuasive legal memoranda and briefs.

Provides legal advice to the Office of the Vice President, Senators, Chiefs of Staff, Administrative Directors, Senate Officers, and other Senate managers regarding employment law issues.

Maintains current, accurate knowledge of all employment law cases and statutes, identifying how new cases and laws modify existing law applicable to the Senate.

Develops, prepares and conducts seminars regarding employment-related legal issues; prepares and presents oral and written reference materials and audio-visual materials for seminar participants.

Supervises work of second-chair counsel, litigation secretary and paralegal.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 15

FLSA: Exempt

10/21/2009



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

Code:

Prepares legal newsletters, memoranda, policies and forms to keep clients informed of and in compliance with existing laws.

Performs other duties as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, litigation bags, papers, small parcels, etc.

**MINIMUM QUALIFICATIONS**

Work requires Juris Doctorate degree, and a minimum of eight years experience defending employment claims and advising employers regarding compliance with federal and state employment laws. Work requires the following knowledge, skills, and abilities:

Demonstrated in-depth knowledge of federal employment laws, labor laws, constitutional law, and rules of court.

Demonstrated ability to research and analyze complex legal issues.

Demonstrated ability to write coherent, accurate and persuasive legal briefs and motions for trial and appellate courts and the U.S. Supreme Court.

Knowledge of modern legal practices and research resources, including LEXIS and/or WESTLAW.

Ability to operate a computer and utilize applicable software packages.

Ability to provide accurate legal advice and to exercise independent judgment in defending clients at trial and appellate court levels.

Ability to establish and maintain effective working relationships with Staff of the Office of the Vice President, Senators, Chiefs of Staff, Administrative Directors, and Senate Officers.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 15

FLSA: Exempt

10/21/2009



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

Code:

Ability to exercise independent judgment in determining and implementing the client's best defense strategy in lawsuits.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to communicate effectively, both orally and in writing, on a one-on-one basis, to large groups, and before courts.

Ability to assign, direct, and review work of subordinate staff.

Ability to work extended and unscheduled hours as dictated by caseload.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

License and in good active standing to practice law from a state or territory of the United States or the District of Columbia.

---

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 15

FLSA: Exempt

10/21/2009